

## **CARROLL COUNTY CIRCUIT COURT**

**The Circuit Court for Carroll County is seeking to hire a Court Assignment Officer.**

**POSITION TITLE & GRADE:** Court Assignment Officer – Criminal  
Grade J03 - Full time with Benefits

**DEPARTMENT:** Circuit Court

### **ORGANIZATIONAL RELATIONSHIPS:**

Reports To: Court Administrator

Supervises: N/A

**OVERVIEW AND PREFERRED SKILLS:** The Assignment Officer serves a critical function of daily court operations by scheduling hearings and performing other related functions. The ideal applicant will possess exceptional communication and organizational skills and must be able to work well independently and with others. Knowledge of legal terminology or prior legal experience is strongly preferred.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Setting hearings which involves contacting various agencies and working closely with the Judges' Chambers;
2. Setting all pre-trial, trial, and post-trial hearings;
3. Updating daily dockets on web and calendar management systems;
4. Answering phone calls and working with attorneys, self-represented litigants, and Circuit Court personnel;
5. Processing postponement requests;
6. Scheduling Interpreters for cases as needed;
7. Preparing writs for incarcerated individuals who need to attend a hearing;
8. Attending weekly Docket meetings to discuss dockets for the following week and making changes if necessary; and
9. Additional duties as assigned.

### **ADDITIONAL DESIRED SKILLS:**

Microsoft Word, Outlook, Odyssey/MDEC, Zoom for Government

### **HOW TO APPLY:**

Please submit a resume and cover letter to Alison Jones at [alison.jones@mdcourts.gov](mailto:alison.jones@mdcourts.gov).  
Position open until filled.